



**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**  
**JOINT FORCE HEADQUARTERS**  
**3650 SAYLORS POND ROAD**  
**FORT DIX, NEW JERSEY 08640-5606**

**JOINT BULLETIN NO. 4**

**21 April 2005**

**BILATERAL AFFAIRS OFFICER POSITION – ALBANIA**

1. This memorandum is to announce the position vacancy for fill of the Bilateral Affairs Officer in Tirana, Albania in association with the State Partnership Program. The estimated start date for this opportunity is 1 May 05.
2. The position is a tour of Extended Active Duty (EAD) for one year unaccompanied, or two-year accompanied (spouse only, no children). The grade required is an O4 (Army or Air), Branch Immaterial.
3. **JOB DESCRIPTION:** Serves as the Team Chief on the U.S. Country Team in Albania to assist in the U.S. peacetime activities with the Albanian Armed Forces. Responsible for the planning, scheduling, coordinating, and executing military to military contacts between the U.S. and Albania in support of the Joint Contact Team Program (JCTP). Develops and coordinates the State Partnership Program between Albania and the State of New Jersey. Assists Albania in developing and planning focus areas, objectives, and priorities based on host country goals. Develops and updates the U.S. Country Team country work-plan. Assists in the development of the U.S. Embassy country team work-plan. Supports U.S. strategy of peacetime engagement and promotes U.S. Embassy country goals. Performs other duties as assigned.
4. **Guard Member (BAO Assignment Incentives):**
  - 1 year PCS Tour/Unaccompanied, 2 Year PCS accompanied
  - Individual housing provided in country
  - Active duty points earned toward retirement
  - High level Joint Forces assignment
  - TDY from EUCOM out of Stuttgart, GE.
  - Awarded Diplomatic Status and Embassy Privileges
  - Use of Embassy VIP badges/privileges available
  - Member, Ambassador's Country Team
  - Joint Forces Achievement or Joint Forces Commendation Award given for service
  - Overseas Service Ribbon awarded for 1 year plus service
  - High level/very visible assignment (works with US Ambassador, NATO Cmdr., NATO PfP, Embassy Country Team, Minister of Defense, Chief of the General Staff, MACOM Commanders, other Embassies, etc.)
5. Application packet requirements include:
  - DA Form 1059R (Application for Temporary Tour of Active Duty)
  - Military History Background Bio/Resume
  - Last 3 copies of Officer/NCO Evaluation Reports
  - Official DA Photo
  - Current copy of APFT
  - DA 2-1/RIP
  - Sanctuary Status (If close to 18 years AFS)
  - Security Clearance Verification

- Current Physical/HIV Test with six months of report date (needed upon acceptance)
- References

6. Applications should be sent to J5/7, 131 Eggerts Crossing Road, Lawrenceville, NJ 08648  
Attn: COL Shute.

7. Interested individuals should contact MAJ Bruce Protesto at 609-530-7026 for further details  
and/or application submission.

OFFICIAL:

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General



FRANK. R. CARLINI  
BG, GS, NJARNG  
Joint Chief of Staff

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